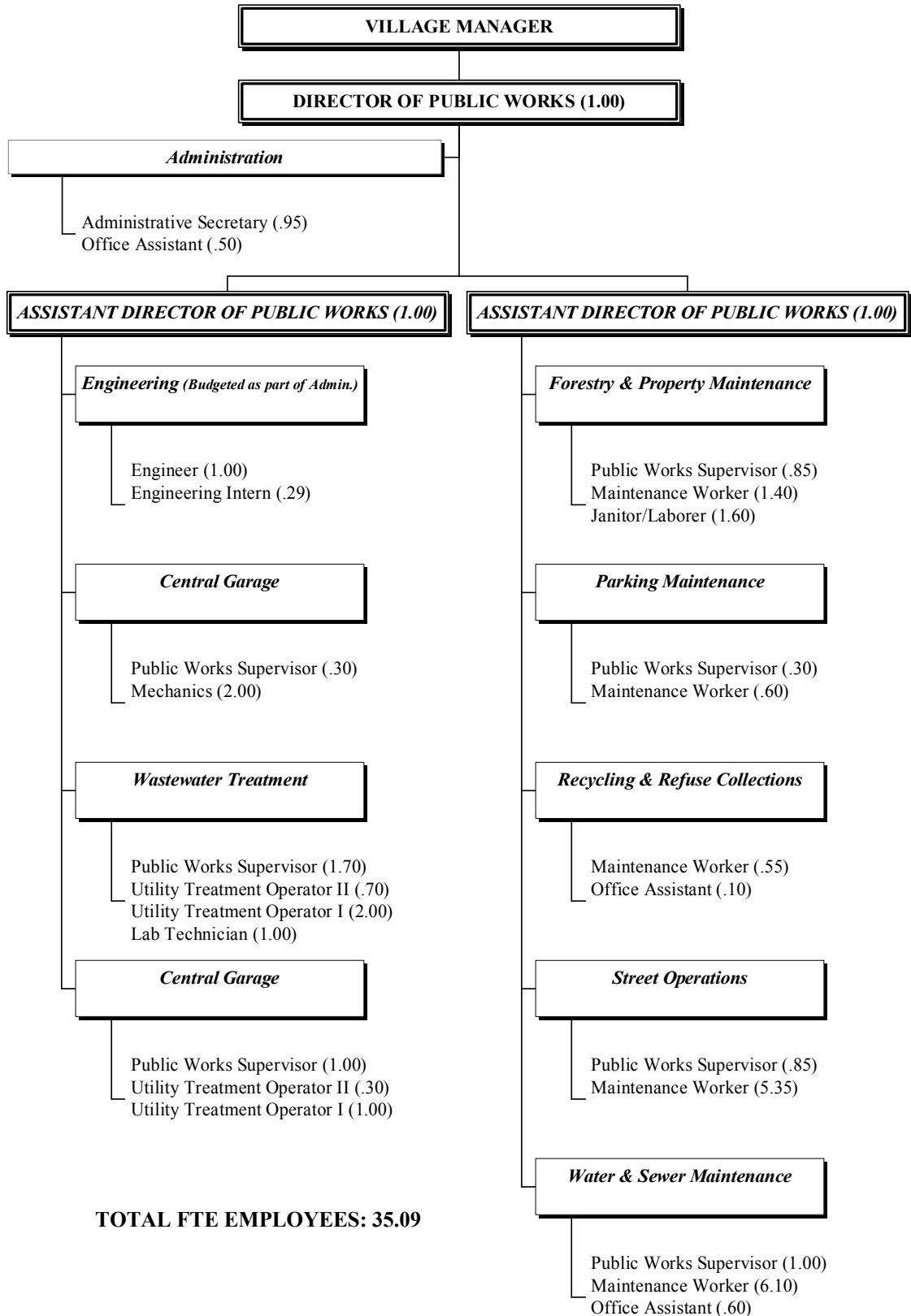


ORGANIZATIONAL AND PERSONNEL CHART

PUBLIC WORKS



PUBLIC WORKS

Mission of Department	The mission of the Public Works Department is to enhance community order, health, safety, and aesthetics through proper administration and good management of the review, design, construction, and maintenance of the Village's infrastructure. The Department is committed to the improvement and enhancement of the environment through the use of storm water management techniques that promote water quality, through a continued commitment to an active forestry program, and through the establishment of solid waste programs that promote environmentally sensitive alternatives such as recycling and composting.
Strategic Objectives	<ul style="list-style-type: none"> ➤ Maintain high quality streets, sidewalks, and public right-of-ways. Ensure public access to the streets through the implementation of effective snow and ice removal and street cleaning programs. ➤ Provide Village residents with excellent water and sewer services. ➤ Maintain all trees and plants in public areas so that Village residents may enjoy a high quality environment. ➤ Maintain Village owned property and equipment. ➤ Implement and maintain effective maintenance and capital replacement programs to ensure the integrity of the Village's infrastructure ➤ Establish and maintain an effective vehicle maintenance program promoting the safety and reliability of the equipment and maximizing service life and salvage value.

General Information and Services Provided

The Village's Public Works Department is responsible for maintaining a safe and reliable infrastructure and providing quality services to Village residents and businesses. Public Works differs from other departments in that services provided include several enterprise activities. Each enterprise activity has its own accounting fund and from an accounting standpoint, operate in a similar fashion to a private sector entity. The Department is funded through a combination of general governmental, enterprise, and internal service funds.

The Public Works Department is responsible for providing a wide variety of services to the residents of the Village. These services typically involve maintenance of public property and infrastructure such as streets, public right-of-ways, sidewalks, street lighting, parking lots, trees, plants, water and sewer systems, and

Service Statistics

<i>Number of Miles of Village Streets Swept</i>	<i>FY 2000 – 2,080 FY 2001 – 1,880</i>
<i>Number of Miles of Village Streets Cleared of Snow and Ice</i>	<i>FY 2000 – 15,038 FY 2001 – 6,392</i>
<i>Number of Water Main Breaks Repaired</i>	<i>FY 2000 – 42 FY 2001 – 36</i>
<i>Line Feet of Sanitary Sewer Cleaned</i>	<i>FY 2000 – 8,500 FY 2001 – 10,600</i>
<i>Annual Total Number of Gallons of Water Produced</i>	<i>FY 2000 – 574,262,000 FY 2001 – 552,096,000</i>
<i>Annual Total Number of Gallons of Wastewater Treated</i>	<i>FY 2000 – 809,670,000 FY 2001 – 825,190,000</i>
<i>Annual Number of Trees on Public Property Trimmed</i>	<i>FY 2000 – 822 FY 2001 – 1,014</i>

Village owned property and equipment. To accomplish these varying responsibilities, the following ten Divisions within the Public Works Department have been established:

- Administration
- Street Operations
- Forestry
- Property Maintenance
- Water and Sewer Maintenance
- Water Production
- Wastewater Treatment
- Recycling and Refuse
- Parking Maintenance
- Central Garage

The Administration Division is responsible for overseeing and providing administrative support services to all operating Divisions within the Department. Staff engineering services is also provided through this Division. The Streets Division is responsible for maintenance of Village roads, sidewalks and public rights-of-way. Specific services provided include minor maintenance of the roadway, sidewalks, curbs and gutters, street sweeping, marking/delineation of pavement, snow and ice removal, maintenance of drainage facilities, maintenance of street lights and traffic control devices, and maintenance of all street signage. The Forestry Division is responsible for the planting and maintaining of all trees within public rights-of-way. This Division is also responsible for the maintenance of all streetscape plantings including flower baskets located within the Village Center. The Property Maintenance Division is responsible for cost effective and efficient maintenance and repair of all buildings, grounds, and appurtenant structures owned or leased by the Village. Specific responsibilities of this Division include the providing of janitorial services and the coordinating of all carpentry, electric, plumbing, and painting repairs. All building and grounds related contractual maintenance services are administered through this Division.

Water and Sewer Maintenance is responsible for the repair and maintenance of all water and sewer mains and related facilities including fire hydrants. This Division is also responsible for the installation, maintenance and reading of water meters. Water Production is responsible for the operation, maintenance and repair of the production and storage elements of the water system including the Village's four shallow groundwater wells, pumping and booster stations, ground storage reservoirs, elevated storage tanks, and an iron filtration facility. This Division is also responsible for all testing of the water supply. Wastewater Treatment is responsible for the operation and maintenance of the treatment facility and sewage lift stations. This Division is also responsible for the coordination of the sludge management program and for conducting all required tests on the effluent that is discharged from the plant.

The Recycling and Refuse Division is responsible for the coordination of the collection and disposal of residential waste. Responsibility for educating the public on and promoting the expansion of the recycling program rests with this Division. Brush pick-up and chipping services are also provided through this Division. The Parking Maintenance Division is responsible for maintaining Village owned parking lots. Specific services provided include minor maintenance of the lots, markings/delineation of pavement, coordination of snow and ice removal contracts, and maintenance of streetlights and signage. The Central Garage is responsible for the acquisition, maintenance, repair and disposal of all Village vehicles and rolling stock. This Division also manages the Village's fuel distribution facility.

Significant Accomplishments in 2001 and 2002

- Successfully completed the street maintenance reconstruction and maintenance program in 2001 and 2002.

- Successfully designed, planned and installed landscaping along US Route 14 from Cumnor to Route 59, with the assistance of the Garden Club and numerous volunteers.
- Completed the design, installation and maintenance of the vegetative portions of the Streetscape project on East Main Street. The Village has received numerous compliments on these efforts.
- Effectively utilized “Gator Bags” as an alternative to keep vegetation (trees and shrubs) alive and growing through extremely dry conditions.
- Successfully completed the construction of the Iron Removal Facility (This facility will remove over 90% of the iron produced from two of the Village’s shallow wells). The facility began operations in November of 2001.
- A new Supervisory Control and Data Acquisition (SCADA) system was installed to monitor and control the pumping of the Village’s water supply and sewage lift stations.
- The Department had no NPDES effluent monitoring violations in 2001 and three in June 2002 due to a filamentous bacterial growth (this condition would not have occurred if the improvement to the wastewater treatment plant had been completed).
- Excavated and repaired 46 mainline water leaks throughout the water system.
- Replaced 74 Lead Water Services with copper piping in conjunction with the 2001 Street Maintenance Program.

Departmental Objectives for 2003 and 2004

In pursuing its overall strategic objectives, the Public Works Department has established the following objectives for 2003 and 2004:

- Continue to effectively maintain all vegetation installed on Route 14 and within the Village Center in conjunction with the streetscape program (including planters, trees, and hanging baskets).
- Establish an enhanced 911 system within all public facilities.
- Continue to address stream bank stabilization efforts along Flint Creek in the Fox Point subdivision through a grant provide by IEPA.
- Continue program to annually clean the entire sanitary sewer collection system of approximately 20,000 linear feet of sewer line.
- Replace 1,600 linear feet of Water Main Line that is deteriorating.
- Remain within State and Federal parameters for the discharge of effluent; continue to comply with effluent monitoring.
- Strive to meet lead and copper requirements of the IEPA by making chemical adjustments as needed to bring lead and copper levels into compliance with standards.
- In 2003, complete the renovation of the Wastewater Treatment facility and successfully install all associated upgrades.
- Provide for upgrades and additions to sidewalk infrastructure in the Village near schools and high traffic areas.

Departmental Staffing Analysis

Adjustments to the staffing level in the Public Works Department are proposed effective 2003 in order to address the additional workload associated with the maintenance of Village property and the watering and maintenance of plant material in the Central Business District and along Route 14. The additional staff include 1 full-time or 2 part-time Maintenance Worker(s) and/or Janitors and two part-time (40 hours/week;

6 months/yr) positions. These new employees have been allocated to the Forestry, Property Maintenance, and Parking Divisions of Public Works. These additions are offset by the elimination of one part-time Janitor position.

The Public Works Department 2003 staffing level is 35.09 FTE employees, including 32 full-time and 3.09 part-time employees. The Director and two Assistant Directors of Public Works provide managerial oversight of all Divisions within the Department. Daily management of the Divisions is provided by one of the Village's five Public Works Supervisors (including the Forester/Property Maintenance and the Fleet Services Supervisors) or, in the case of the Water Production and Wastewater Treatment Divisions, by the Utility Operations Superintendent.

Public Works					
Full-Time Equivalent (FTE) Employees, Fiscal Years 2003 & 2004					
FTE Employees	2002	2003	2002-2003 Change	2004	2003-2004 Change
Director of Public Works	1.00	1.00	0.00	1.00	0.00
Assistant Director of Public Works	2.00	2.00	0.00	2.00	0.00
Engineer	1.00	1.00	0.00	1.00	0.00
Utility Operations Superintendant	1.00	1.00	0.00	1.00	0.00
Public Works Supervisor	3.00	3.00	0.00	3.00	0.00
Forester/Property Maint Supervisor	1.00	1.00	0.00	1.00	0.00
Fleets Services Supervisor	1.00	1.00	0.00	1.00	0.00
Lab Technician	1.00	1.00	0.00	1.00	0.00
Mechanic	2.00	2.00	0.00	2.00	0.00
Utility Treatment Operator II	1.00	1.00	0.00	1.00	0.00
Utility Treatment Operator I	3.00	3.00	0.00	3.00	0.00
Maintenance Worker	13.00	14.00	1.00	14.00	0.00
Administrative Secretary	1.00	1.00	0.00	1.00	0.00
Office Assistant	1.20	1.20	0.00	1.20	0.00
Engineering Intern	0.29	0.29	0.00	0.29	0.00
Janitor/Laborer	1.20	1.60	0.40	1.60	0.00
Total FTE Employees	33.69	35.09	1.40	35.09	0.00
Employees by Division					
Division					
Administration	5.21	5.59	0.38	5.59	0.00
Street Operations	7.05	6.20	(0.85)	6.20	0.00
Forestry	1.25	2.15	0.90	2.15	0.00
Property Maintenance	1.52	1.70	0.18	1.70	0.00
Water & Sewer Maintenance	7.70	7.70	0.00	7.70	0.00
Water Production	1.60	1.60	0.00	1.60	0.00
Wastewater Treatment	5.40	5.40	0.00	5.40	0.00
Recycling & Refuse Collections	0.63	0.80	0.17	0.80	0.00
Parking Maintenance	0.00	0.90	0.90	0.90	0.00
Central Garage	3.33	3.05	(0.28)	3.05	0.00
Totals	33.69	35.09	1.40	35.09	0.00

A number of adjustments in the allocation of personnel costs have been initiated effective 2003. These changes are based on the reevaluation of the time spent on activities related to specific Divisions. Specific Divisions impacted are Administration, Street Operations, Recycling and Refuse, and Parking Maintenance.

Budget Analysis

In 2003, the budget for Public Works is projected to increase by \$1,052,369 (18.16%), from \$5,796,459 in 2002 to a total of \$6,848,828 in 2003. The increase in the 2003 Public Works budget is due to increases in Personnel Services (\$291,098 or 13.85%), Operating Expenditures (\$109,706 or 4.43%), and Other Expenditures (\$651,565 or 53.59%). A significant portion of this increase is a result of the establishment of the Parking Maintenance Division (which increase the Public Works Budget by \$195,828), previously all of the costs associated with Parking Maintenance were reflected in the Parking Division of the Police Department.

Public Works Department Summary of Expenditures and Funding Sources						
Budgeted Expenditures	FY 2000 Actual	FY 2001 Actual	FY 2002 Budget	FY 2002 Projected	FY 2003 Budget	FY 2004 Budget
<i>Personnel Services</i>						
Salaries	\$1,617,977	\$1,590,037	\$1,685,204	\$1,670,578	\$1,910,382	\$2,003,877
Fringe Benefits	\$345,511	\$353,476	\$417,500	\$419,500	\$483,421	\$528,506
<i>Total Personnel Services</i>	1,963,488	1,943,513	2,102,704	2,090,078	2,393,802	2,532,383
<i>Operating Expenditures</i>						
Professional Development	14,942	16,402	25,065	23,515	24,315	24,425
Contractual Services	1,472,011	1,549,369	1,782,514	1,651,484	1,866,950	1,923,575
Commodities	391,394	402,473	608,217	453,845	507,423	504,273
Program Expenditures	0	0	62,100	51,849	188,914	214,214
<i>Total Operating Expenditures</i>	1,878,347	1,968,244	2,477,896	2,180,693	2,587,602	2,666,487
<i>Other Expenditures</i>						
Equipment Purchases	273,112	329,351	365,450	344,900	952,668	313,950
Interfund Charges	783,395	773,910	850,409	850,409	914,756	874,538
<i>Total Other Expenditures</i>	1,056,507	1,103,261	1,215,859	1,195,309	1,867,424	1,188,488
Total Expenditures	\$4,898,342	\$5,015,018	\$5,796,459	\$5,466,080	\$6,848,828	\$6,387,358
<i>% Change/Previous Year</i>		2.38%			18.16%	-6.74%
Funding Sources						
<i>General Fund Revenue</i>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$53,323	\$50,278
SSA Snow Removal	0	0	0	0	19,250	19,250
SSA Chippendale	0	0	0	0	35,250	35,250
Road & Bridge	0	0	0	0	20,000	20,000
Intergovernmental	0	0	0	0	250,000	250,000
Charges for Services	0	0	0	0	6,500	6,500
General Revenues	1,350,886	1,416,299	1,589,165	1,581,984	1,411,801	1,434,908
<i>Total General Fund Revenue</i>	1,350,886	1,416,299	1,589,165	1,581,984	1,796,124	1,816,186
<i>Water and Sewer Revenue</i>	2,143,421	2,150,460	2,614,974	2,339,362	2,734,038	2,848,340
<i>Recycling & Refuse Revenue</i>	777,067	771,162	806,164	788,914	785,159	805,576
<i>Parking System Revenue</i>	0	0	0	0	195,828	199,533
<i>Central Garage Revenue</i>	626,968	677,097	786,156	755,820	1,337,679	717,724
Total Funding Sources	\$4,898,342	\$5,015,018	\$5,796,459	\$5,466,080	\$6,848,828	\$6,387,358

Personnel Services increases due to increases in Salaries (\$225,178) and Fringe Benefits (\$65,921). The increase in Salaries is attributable to the additional positions provided for in the 2003 budget to address significant increases in maintenance responsibilities caused by the streetscape project and the train station

(the renovated station will have more square footage available to the public and will also include public restrooms and as such will require daily maintenance – resulting in an increase in both the number of days and hours per day allocated to this facility; additional responsibility for maintenance of outside areas have also been assumed by the Village). The increase also encompasses economic adjustments in the compensation of employees and increases in Fringe Benefit costs due to the additional staff and increases in health insurance costs. Additionally, the increase in Personnel Services is a result of the establishment of the Parking Maintenance Division; the personnel costs of this function are now reflected in the Public Works Department Budget.

Significant Budget Impacts

Changes from Previous Budgets

- *The hiring of new personnel in 2003 to offset the additional workload caused by the Streetscape Project and the assumption of additional maintenance duties at the train station.*
- *An additional \$25,000 in both years for the new tree maintenance contract, increasing the cost of this contract from \$60,000 in 2002 to \$85,000 in 2003 and 2004.*
- *An additional \$20,000 in both years for the tree replacement program, increasing total cost for this program from \$20,000 in 2002 to \$40,000 in both 2003 and 2004.*
- *An additional \$16,500 in both years for the hanging basket program in the Village Center.*
- *An additional \$10,000 in 2003 for the enhanced 911 system in Village facilities.*

Significant Expenditures

- *\$49,600 in both years for electricity for street lighting.*
- *\$50,300 in both years for rock salt for snow and ice removal on Village streets.*
- *Vehicle Maintenance and Depreciation costs of \$173,177 in 2003 and \$161,713 in 2004.*
- *Maintenance of equipment at Village facilities at a cost of \$49,100 in both years.*
- *\$32,000 in 2003 and \$34,000 in 2004 for janitorial services at Village Hall.*
- *\$131,760 in 2003 and \$156,010 in 2004 for the continued implementation of the Star Meter Read Program.*
- *\$237,000 in both years for electricity for water pumps and sewer lift stations.*
- *Contractual services for recycling and refuse collections of \$512,900 in 2003 and \$524,400 in 2004.*

Operating Expenditures increase due to the establishment of the Parking Maintenance Division. All of the contractual costs for maintaining Village owned parking lots are now reflected in the Public Works Budget. Another significant change in the Public Works Budget is the Star Water Meter Radio Read Program. The Village has moved the budget for these expenditures to the Program Expenditures area and this accounts for the large increase in Program Expenditures. This program will add approximately \$131,000 and \$156,000 to Program Expenditures in 2003 and 2004, respectively. However, these costs will no longer be reflected in Contractual Services and Commodities.

Other Expenditures increase significantly as a result of a large increase in Equipment Purchases (\$587,218 or 160.68%) and an increase in Interfund Charges of \$64,347 (7.57%). The increase in Equipment Purchases is unique to 2003 and is a direct result of the significant depreciation purchases proposed in the Central Garage Division. These include, among other purchases, a new Fire Engine/Pumper for \$340,000, a new Ambulance for \$118,000, a Street Sweeper for \$130,000 and a 5-ton Dump Truck for \$83,000. The increase in Interfund Charges results from an increase in depreciation charges from the Information Services and Central Garage Funds. This increase is also caused by an increase in administrative charges for those Divisions in Public Works that are part of the Water and Sewer, Recycling and Refuse, and Central Garage Funds. These funds are charged for a portion of the cost of the General Government Departments (Village Board, Village Manager, and Administrative Services) in order to reimburse the General Fund for services provided.

In 2004, the Public Works Department Budget is projected to decrease by \$461,470 (6.74%) to a total of \$6,387,358. This decrease is attributable to a decrease in Other Expenditures of \$678,936 (36.36%). This decrease is offset by increases in Personnel Services (\$138,581 or 5.79%) and Operating Expenditures (\$78,885 or 3.04%). The decrease in Other Expenditures is a result of decreases in Equipment Purchases (\$638,718) and Interfund Charges (\$40,218). The decrease in Equipment Purchases is caused by the one-time purchases of expensive vehicles in 2003; these purchases will not be repeated in 2004.

Personnel Services increases due to economic adjustments in employee compensation (reflected in the \$93,495 increase in Salaries) and increases in Fringe Benefit costs of \$45,085 (largely a result of a 10 – 15% projected increase in health insurance costs). Operating Expenditures increase due to increases in Contractual Services (\$56,625 or 3.03%) and Program Expenditures (\$25,300 or 13.14%). The increase in Program Expenditures is attributable to an increase in expenditures for the Star Water Meter Radio Read Program. One reason for the increase in Contractual Services is the increase in the Water and Sewer Maintenance budget due to the inclusion of a Water Leak Detection Survey in 2004 (this adds \$14,000 to this budget). Also the Wastewater Treatment budget includes additional contractual expenditures related to the rehabilitate and upgrade of several water pumps at lift stations throughout the Village.

Funding Sources

The Funding Sources for the Public Works Department encompass many of the accounting funds of the Village including the General Fund, all three Enterprise Funds, and the Central Garage Fund (an Internal Service Fund).

Water and Sewer Fund revenue comprises the largest portion (\$2,734,038 or 39.94% in 2003 and \$2,848,340 or 44.60% in 2004) of the total funding sources for Public Works. The Water and Sewer Fund supports part of the Administration Division as well as the Water and Sewer Maintenance Division, the Water Production Division, and the Wastewater Treatment Division. The second largest funding source for Public Works is the General Fund followed by the Recycling and Refuse Fund, the Central Garage Fund, and the Motor Vehicle Parking Fund.

Expenditures by Division

The distribution of Public Works expenditures differs in 2003 and 2004. This difference is due to the large expenditures for vehicles by the Central Garage Fund in 2003. In 2003, Central Garage accounts for the

Public Work Department Expenditures by Division				
	<i>Fiscal Year 2003</i>		<i>Fiscal Year 2004</i>	
<u>Division</u>	<u>Budgeted Expenditures</u>	<u>% of Total Expenditures</u>	<u>Budgeted Expenditures</u>	<u>% of Total Expenditures</u>
Administration	\$891,103	13.01%	\$919,652	14.40%
Street Operations	981,869	14.34%	985,551	15.43%
Forestry	355,734	5.19%	376,278	5.89%
Property Maintenance	260,134	3.80%	245,195	3.84%
Water & Sewer Maint	962,128	14.05%	1,017,334	15.93%
Water Production	278,130	4.06%	261,702	4.10%
Wastewater Treatment	801,063	11.70%	858,813	13.45%
Recycling & Refuse Coll	785,159	11.46%	805,576	12.61%
Parking Maintenance	195,828	2.86%	199,533	3.12%
Central Garage	1,337,679	19.53%	717,724	11.24%
Total Budget	\$6,848,828	100.00%	\$6,387,358	100.00%

largest portion of expenditures with 19.53% of expenditures. Following Central Garage is Street Operations (14.34%), Water & Sewer Maintenance (14.05%), and Administration (13.01%). In 2004, the largest portion of expenditures is in Water & Sewer Maintenance (15.91%), followed by Street Operations (15.43%), Administration (14.40%), and Wastewater Treatment (13.45%).

Equipment Purchases

The majority of Equipment Purchases in 2003 and 2004 occur in the Central Garage Division (which is a part of the Central Garage Fund). Central Garage is responsible for purchasing vehicles and their related equipment for all Departments in the Village and therefore tends to make more purchases (both in terms of number of items and in amounts) than the average budgetary unit of the Village.

In 2003, the Street Operations, Water & Sewer Maintenance, and Wastewater Treatment Divisions will purchase Minitor Pagers, radios, and a trash pump. The rest of the equipment purchases in 2003 will be made by the Central Garage Division. Central Garage will purchase three items that cost over \$100,000 per unit including a Fire Engine/Pumper for \$340,000, a Street Sweeper for \$130,000, and an Ambulance for \$118,000. Additional vehicular purchases include a 5-ton dump truck for \$83,000, two pick-up trucks (one for \$31,000 and one for \$30,000), four Police squad cars for approximately \$25,000 a piece, a Skidsteer for \$28,000, and a vehicle for the Police Chief. Central Garage will also make equipment purchases including a Trailer Pump (\$15,000), a Concrete Breaker (\$11,500), a tire spin balancer (\$4,500), a sprayer (\$3,188), and various other pieces of equipment.

Public Works Department Equipment Purchases in 2003			
<i>2003 Purchases</i>			
<u>Division</u>	<u>Description</u>	<u>Amount</u>	<u>Type of Purchase</u>
Street Operations	(6) Minitor Pagers	1,975	Depreciated
	Portable Radio	750	Depreciated
Water & Sewer Maint.	(6) Minitor Pagers	1,975	Depreciated
Wastewater Treatment	6" Portable Trash Pump	8,500	Depreciated
Central Garage	Fire Engine #3610	340,000	Depreciated
	Street Sweeper #360	130,000	Depreciated
	Ambulance # A-2	118,000	Depreciated
	(4) Police Squad Cars	100,000	Depreciated
	5-ton Dump Truck #300	83,000	Depreciated
	Pickup Truck #326	31,000	Depreciated
	Pickup Truck #315	30,000	Depreciated
	Skidsteer #369	28,000	Depreciated
	Police Chief Vehicle	23,000	Depreciated
	4" Trailer Pump #365	15,000	Depreciated
	Concrete Breaker #369A	11,500	Depreciated
	Car/Truck Tire Spin Balancer	4,500	Depreciated
	Sprayer #E410	3,188	Depreciated
	2" Pump	600	Depreciated
	(10) Two way radios	7,800	Depreciated
	Police Detective Squad Car	500	Depreciated
	(2) Trimmers	780	Depreciated
Total 2003 Purchases:		940,068	

In 2004 Central Garage is the only Division that will purchase equipment. Vehicular purchases in 2004 will include four Police squad cars for \$25,500 a piece, an aerial truck for \$82,000, and a Fire Command vehicle for \$42,000. Equipment purchases will include an air compressor (\$14,500), two traffic arrowboards (\$14,000), a portable roller (\$5,400), eight two-way radios (\$5,850), and various other pieces of equipment.

Public Works Department Equipment Purchases in 2004			
<i>2004 Purchases</i>			
<u>Division</u>	<u>Description</u>	<u>Amount</u>	<u>Type of Purchase</u>
Central Garage	(4) Police Squad Cars	102,000	Depreciated
	Aerial Truck	82,000	Depreciated
	(1) Fire Command Vehicle	42,000	Depreciated
	Air Compressor	14,500	Depreciated
	(2) Traffic Arrowboards	14,000	Depreciated
	Portable Roller	5,400	Depreciated
	(8) 2-way Radios	5,850	Depreciated
	Pickup Truck #323	3,000	Depreciated
	3" Water Pump	1,300	Depreciated
	Car #201	500	Depreciated
Total 2004 Purchases:		270,550	

PUBLIC WORKS ADMINISTRATION

The Administration Division is responsible for overseeing and providing administrative support services to all operating Divisions within the Department. Staff engineering services is also provided through this Division. Since this Division provides these services to other Divisions of the Department, it is funded through both the General Fund and the Water and Sewer Fund. This Division includes the Director of Public Works who is responsible for the operations of the Department.

Major Service Activities

- Supervise Division managers and oversee the operations of the Department.
- Provide administrative support services to the operating Divisions.
- Provide quality engineering support services to this and the other operating Divisions of the Department.

Public Works, Administration						
Summary of Expenditures and Funding Sources						
	FY 2000	FY 2001	FY 2002	FY 2002	FY 2003	FY 2004
<u>Budgeted Expenditures</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
<i>Personnel Services</i>						
Salaries	\$184,074	\$301,477	\$330,200	\$330,200	\$366,730	\$382,553
Fringe Benefits	40,072	58,124	72,400	72,400	77,492	84,281
<i>Total Personnel Services</i>	224,146	359,601	402,600	402,600	444,222	466,834
<i>Operating Expenditures</i>						
Professional Development	5,709	7,414	9,780	9,780	9,650	9,650
Contractual Services	59,941	41,462	71,250	71,250	41,330	41,330
Commodities	2,772	2,307	2,925	2,925	2,925	2,925
<i>Total Operating Expenditures</i>	68,422	51,183	83,955	83,955	53,905	53,905
<i>Other Expenditures</i>						
Interfund Charges	288,828	288,205	365,096	365,096	392,976	398,913
<i>Total Other Expenditures</i>	288,828	288,205	365,096	365,096	392,976	398,913
<u>Total Expenditures</u>	\$581,396	\$698,989	\$851,651	\$851,651	\$891,103	\$919,652
<i>% Change/Previous Year</i>		20.23%			4.63%	3.20%
<u>Funding Sources</u>						
<i>General Fund Revenue</i>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$12,530	\$11,528
General Revenues	0	158,248	169,880	169,880	185,856	197,633
<i>Total General Fund Revenue</i>	0	158,248	169,880	169,880	198,386	209,161
<i>Water & Sewer Revenues</i>	581,396	540,741	681,771	681,771	692,716	710,491
<u>Total Funding Sources</u>	\$581,396	\$698,989	\$851,651	\$851,651	\$891,103	\$919,652

PUBLIC WORKS STREET OPERATIONS

The Street Division is responsible for the maintenance of all Village roads, sidewalks, and public rights-of-way and all administrative functions related to these maintenance activities. Specific services provided include minor maintenance of the roadway, sidewalks, curbs and gutters, street sweeping, markings/delineation of pavement, snow and ice removal, maintenance of drainage facilities, maintenance of street lights and traffic control devices, and maintenance of all street signage.

Major Service Activities

- Perform sign repair and replacement; storm damage removal; snow plowing of streets and parking lots; traffic control for various parades; minor repairs on damaged street parkways, sidewalks, and curbs; street sweeping; striping of all village crosswalks and school crossings; maintain all village parking lots; maintain the school flashing lights; grade gravel alleys; maintain all village owned street lights; pick up dead animals and trash on the road; administer the adopt-a-highway program.
- Perform storm sewer maintenance and repair or replacement and minor maintenance on Village Facilities.

Public Works, Street Operations						
Summary of Expenditures and Funding Sources						
<u>Budgeted Expenditures</u>	<u>FY 2000 Actual*</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Budget</u>	<u>FY 2002 Projected</u>	<u>FY 2003 Budget</u>	<u>FY 2004 Budget</u>
<i>Personnel Services</i>						
Salaries	\$480,197	\$303,677	\$313,200	\$313,200	\$333,371	\$348,761
Fringe Benefits	98,643	68,561	86,000	86,000	96,612	106,051
<i>Total Personnel Services</i>	578,840	372,238	399,200	399,200	429,983	454,812
<i>Operating Expenditures</i>						
Professional Development	2,522	1,815	2,700	1,710	2,500	1,810
Contractual Services	128,806	140,858	184,605	184,605	186,405	182,405
Commodities	99,049	100,895	100,345	94,845	105,730	105,730
Program Expenditures	0	0	52,100	51,849	42,154	43,204
<i>Total Operating Expenditures</i>	230,377	243,568	339,750	333,009	336,789	333,149
<i>Other Expenditures</i>						
Equipment Purchases	0	0	0	0	2,925	0
Interfund Charges	195,673	226,388	214,157	214,157	212,172	197,590
<i>Total Other Expenditures</i>	195,673	226,388	214,157	214,157	215,097	197,590
<u>Total Expenditures</u>	<u>\$1,004,890</u>	<u>\$842,194</u>	<u>\$953,107</u>	<u>\$946,366</u>	<u>\$981,869</u>	<u>\$985,551</u>
<i>% Change/Previous Year</i>		-16.19%			3.02%	0.38%
<u>Funding Sources</u>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$29,344	\$27,918
SSA Snow Removal	0	0	0	0	19,250	19,250
SSA Chippendale	0	0	0	0	35,250	35,250
Road & Bridge	0	0	0	0	20,000	20,000
Intergovernmental	0	0	0	0	250,000	250,000
Charges for Services	0	0	0	0	6,500	6,500
General Revenues	1,004,890	842,194	953,107	946,366	621,525	626,633
<u>Total Funding Sources</u>	<u>\$1,004,890</u>	<u>\$842,194</u>	<u>\$953,107</u>	<u>\$946,366</u>	<u>\$981,869</u>	<u>\$985,551</u>

* The actual in FY 2000 includes expenses for Administration because it had not been separated

PUBLIC WORKS FORESTRY

The Forestry Division is responsible for the care and maintenance of approximately 7,200 trees located within Village Right-of-ways. This Division also coordinates the planting of replacement trees and the maintenance of all streetscape plantings including flower baskets located within the Village Center. The Division is also responsible for reviewing development projects submitted to or initiated by the Village for their impact on the surrounding public and private vegetation. Staff from this Division also meets with residents to discuss and advise them on plant health for both public and private property trees.

Major Service Activities

- Removal of dead, dying or diseased trees and the replacement of those trees; routine trimming, fertilizing, cabling and bracing of significant trees; watering and mulching of newly planted trees; and responding to emergency storm damage including removal, trimming and brush chipping.
- Maintain approximately 60 square acres of turf areas within Right-of-ways including the commuter lots, Village Hall and Public Safety building, and seven passive parks. This work includes trimming, tree removal, tree planting, turf maintenance and other tree care operations and is managed through the use of outside contractors.
- Perform routine inspections to ensure proper tree and vegetation protection methods are being employed and to monitor the condition of vegetation.

Public Works, Forestry Summary of Expenditures and Funding Sources						
<u>Budgeted Expenditures</u>	<u>FY 2000 Actual</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Budget</u>	<u>FY 2002 Projected</u>	<u>FY 2003 Budget</u>	<u>FY 2004 Budget</u>
<i>Personnel Services</i>						
Salaries	\$62,923	\$64,765	\$73,400	\$73,400	\$95,686	\$99,828
Fringe Benefits	10,160	10,353	24,700	24,700	23,759	26,132
<i>Total Personnel Services</i>	73,083	75,118	98,100	98,100	119,444	125,960
<i>Operating Expenditures</i>						
Professional Development	1,356	1,085	2,350	2,240	1,490	2,240
Contractual Services	142,141	165,614	179,950	179,850	198,050	217,550
Commodities	2,971	3,086	6,600	6,420	28,970	24,520
<i>Total Operating Expenditures</i>	146,468	169,785	188,900	188,510	228,510	244,310
<i>Other Expenditures</i>						
Interfund Charges	2,924	6,987	6,914	6,914	7,780	6,008
<i>Total Other Expenditures</i>	2,924	6,987	6,914	6,914	7,780	6,008
<u>Total Expenditures</u>	\$222,475	\$251,890	\$293,914	\$293,524	\$355,734	\$376,278
<i>% Change/Previous Year</i>		13.22%			21.03%	5.77%
<u>Funding Sources</u>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$5,008	\$4,752
General Revenues	222,475	251,890	293,914	293,524	350,726	371,526
<u>Total Funding Sources</u>	\$222,475	\$251,890	\$293,914	\$293,524	\$355,734	\$376,278

PUBLIC WORKS PROPERTY MAINTENANCE

The Village Property Maintenance Division is responsible for the maintenance and repair of most of the buildings, grounds and appurtenant structures owned or leased by the Village including the Village Hall, the Public Safety Building, the Public Works Facility, and the Train Station. The Division performs small repairs and addresses basic janitorial requirements but contracts for major repairs.

Service Activities

- Activities include janitorial service, H.V.A.C., electrical and plumbing maintenance and repair. Other activities include roof, interior and exterior wall repair and floor and window maintenance.
- Maintain the Village's telephone and voice mail system.
- This division is also responsible for gathering and coordinating information for studies and inspections by I.R.M.A. to ensure compliance with A.D.A regulations.

Public Works, Village Property Maintenance Summary of Expenditures and Funding Sources						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<u>Budgeted Expenditures</u>						
<i>Personnel Services</i>						
Salaries	\$51,558	\$58,267	\$51,700	\$49,700	\$75,123	\$78,586
Fringe Benefits	5,885	6,877	6,200	8,200	26,231	29,107
<i>Total Personnel Services</i>	57,443	65,144	57,900	57,900	101,354	107,693
<i>Operating Expenditures</i>						
Contractual Services	54,521	78,713	94,450	94,400	137,000	117,800
Commodities	8,633	13,123	13,000	13,000	14,000	14,000
Program Expenditures	0	0	0	0	0	0
<i>Total Operating Expenditures</i>	63,154	91,836	107,450	107,400	151,000	131,800
<i>Other Expenditures</i>						
Interfund Charges	2,924	6,987	6,914	6,914	7,780	5,702
<i>Total Other Expenditures</i>	2,924	6,987	6,914	6,914	7,780	5,702
<u>Total Expenditures</u>	\$123,521	\$163,967	\$172,264	\$172,214	\$260,134	\$245,195
<i>% Change/Previous Year</i>		32.74%			51.01%	-5.74%
<u>Funding Sources</u>						
Property Taxes						
Fringe Benefits	\$0	\$0	\$0	\$0	\$6,441	\$6,080
General Revenues	123,521	163,967	172,264	172,214	253,693	239,115
<u>Total Funding Sources</u>	\$123,521	\$163,967	\$172,264	\$172,214	\$260,134	\$245,195

PUBLIC WORKS WATER AND SEWER MAINTENANCE

The primary function of the Public Works Maintenance Utility Division is to maintain and improve the Village's water distribution and sanitary collection systems including fire hydrants. This is accomplished on a daily, preventative, and emergency basis and via long term public/capital improvement processes. This Division is also responsible for the installation, maintenance, repair, and reading of water meters.

Major Service Activities

- Annual programs include fire hydrant inspection/maintenance, water valve exercising/maintenance, bi-annual water system flushing (spring/fall), continual 10 year water meter exchange and water meter inspection/testing,
- Daily activities include Village meter reading and inside/outside meter reading/inspections, water valve replacements, water service maintenance/repairs, sanitary main collection system and manhole structure maintenance and repairs.
- Other responsibilities involve construction coordination, Village water/sewer utility locates, customer service, oversees the water system leak detection survey and sanitary collection inflow/infiltration study.
- The Utility division performs extensive proposed construction utility plan reviews, field and final punch list and bond release inspections.

Public Works, Water and Sewer Maintenance Summary of Expenditures and Funding Sources						
<u>Budgeted Expenditures</u>	<u>FY 2000 Actual</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Budget</u>	<u>FY 2002 Projected</u>	<u>FY 2003 Budget</u>	<u>FY 2004 Budget</u>
<i>Personnel Services</i>						
Salaries	\$320,476	\$350,027	\$363,104	\$363,104	\$404,577	\$424,171
Fringe Benefits	67,514	78,222	78,000	78,000	101,013	109,688
<i>Total Personnel Services</i>	387,990	428,249	441,104	441,104	505,590	533,860
<i>Operating Expenditures</i>						
Professional Development	1,368	1,583	3,115	3,115	3,115	3,115
Contractual Services	62,531	69,183	118,010	88,250	88,250	102,250
Commodities	64,179	71,156	220,362	85,720	85,795	85,795
Program Expenditures	0	0	10,000	0	146,760	171,010
<i>Total Operating Expenditures</i>	128,078	141,922	351,487	177,085	323,920	362,170
<i>Other Expenditures</i>						
Equipment Purchases	0	875	3,050	0	2,875	900
Interfund Charges	183,950	126,362	128,201	128,201	129,743	120,404
<i>Total Other Expenditures</i>	183,950	127,237	131,251	128,201	132,618	121,304
<u>Total Expenditures</u>	\$700,018	\$697,408	\$923,842	\$746,390	\$962,128	\$1,017,334
<i>% Change/Previous Year</i>		-0.37%			4.14%	5.74%
<u>Funding Sources</u>						
Water & Sewer Revenues	\$700,018	\$697,408	\$923,842	\$746,390	\$962,128	\$1,017,334
<u>Total Funding Sources</u>	\$700,018	\$697,408	\$923,842	\$746,390	\$962,128	\$1,017,334

PUBLIC WORKS WATER PRODUCTION AND TREATMENT

The Water Production Division of the Public Works Department is responsible for the operation, maintenance and repair of water production facilities that produce all of the potable water used by the residents of Barrington, including portions of Inverness, and Barrington Hills. Specific responsibilities include the operation, maintenance, and repair of all equipment, buildings, and grounds at four (4) well sites, three (3) water storage reservoirs, three (3) elevated water storage tanks, one (1) pressure boosting station, one (1) pressure reducing station and one (1) iron filtration facility. This Division is also responsible for all testing of the water supply.

Major Service Activities

- Typical job assignments include the monitoring, operation, and repair of various electrical and heating controls, telemetry systems, motors, pumps, valves, compressors, chart recorders, flow meters, and standby generators.
- A fair amount of time also allocated to the monitoring of chemical feed rates and related equipment in addition to general housekeeping and compliance sampling and reporting.

Public Works, Water Production and Treatment Summary of Expenditures and Funding Sources						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<u>Budgeted Expenditures</u>						
<i>Personnel Services</i>						
Salaries	\$86,610	\$95,330	\$80,800	\$80,800	\$87,894	\$92,008
Fringe Benefits	17,037	19,415	12,700	12,700	18,167	19,457
<i>Total Personnel Services</i>	103,647	114,745	93,500	93,500	106,060	111,465
<i>Operating Expenditures</i>						
Professional Development	927	1,556	1,940	1,690	1,780	1,780
Contractual Services	101,889	93,063	96,375	102,875	112,800	100,600
Commodities	39,796	24,883	41,710	27,710	33,713	33,713
<i>Total Operating Expenditures</i>	142,612	119,502	140,025	132,275	148,293	136,093
<i>Other Expenditures</i>						
Interfund Charges	14,008	16,571	13,930	13,930	23,777	14,144
<i>Total Other Expenditures</i>	14,008	16,571	13,930	13,930	23,777	14,144
<u>Total Expenditures</u>	<u>\$260,267</u>	<u>\$250,818</u>	<u>\$247,455</u>	<u>\$239,705</u>	<u>\$278,130</u>	<u>\$261,702</u>
<i>% Change/Previous Year</i>		-3.63%			12.40%	-5.91%
<u>Funding Sources</u>						
Water & Sewer Revenues	\$260,267	\$250,818	\$247,455	\$239,705	\$278,130	\$261,702
<u>Total Funding Sources</u>	<u>\$260,267</u>	<u>\$250,818</u>	<u>\$247,455</u>	<u>\$239,705</u>	<u>\$278,130</u>	<u>\$261,702</u>

PUBLIC WORKS WASTEWATER TREATMENT

The Wastewater Treatment Division of the Public Works Department is responsible for the operation and maintenance of the treatment facility and sewage lift stations that serve the residents of Barrington, including portions of Inverness, and Barrington Hills. Specific responsibilities include the operation and maintenance of all equipment, buildings, and grounds at the wastewater treatment facility, eight (8) sewage lift stations, one (1) storm water lift station, and one industrial sampling hut. This Division is also responsible for the coordination of the sludge management program and for conducting all required tests on the effluent that is discharged from the plant.

Major Service Activities

- Typical job assignments include the monitoring, operation, and repair of various electrical and heating controls, telemetry systems, motors, pumps, valves, compressors, chart recorders, flow meters, standby generators, boilers, and various types of treatment process equipment.
- A Lab Technician collects and analyzes samples for process control and NPDES reporting purposes.
- Pretreatment activity involves the sampling, analysis, and evaluation of industrial discharge to the sanitary system. This program currently involves one customer who has the potential of discharging more contaminants than we can effectively remove.
- Other activity involves general housekeeping and compliance reporting to regulating authorities.

Public Works, Wastewater Treatment Summary of Expenditures and Funding Sources						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<u>Budgeted Expenditures</u>						
<i>Personnel Services</i>						
Salaries	\$240,723	\$244,216	\$273,900	\$273,900	\$283,550	\$298,744
Fringe Benefits	55,187	61,394	72,500	72,500	84,270	93,112
<i>Total Personnel Services</i>	295,910	305,610	346,400	346,400	367,820	391,856
<i>Operating Expenditures</i>						
Professional Development	2,434	2,333	3,880	3,730	3,880	3,880
Contractual Services	252,877	298,683	350,650	260,440	347,125	391,125
Commodities	36,511	33,445	42,675	42,625	51,650	52,650
<i>Total Operating Expenditures</i>	291,822	334,461	397,205	306,795	402,655	447,655
<i>Other Expenditures</i>						
Interfund Charges	14,008	21,422	18,301	18,301	30,588	19,302
<i>Total Other Expenditures</i>	14,008	21,422	18,301	18,301	30,588	19,302
<u>Total Expenditures</u>	<u>\$601,740</u>	<u>\$661,493</u>	<u>\$761,906</u>	<u>\$671,496</u>	<u>\$801,063</u>	<u>\$858,813</u>
<i>% Change/Previous Year</i>		9.93%			5.14%	7.21%
<u>Funding Sources</u>						
Water & Sewer Revenues	\$601,740	\$661,493	\$761,906	\$671,496	\$801,063	\$858,813
<u>Total Funding Sources</u>	<u>\$601,740</u>	<u>\$661,493</u>	<u>\$761,906</u>	<u>\$671,496</u>	<u>\$801,063</u>	<u>\$858,813</u>

PUBLIC WORKS

RECYCLING AND REFUSE OPERATIONS

This Division of the Public Works Department is responsible for managing the contractual agreement between the Village and Browning-Ferris Industries (BFI), which provides for the collection of residential solid waste and the transportation of this material to the SWANCC transfer station in Wheeling Township. This contract provides for the weekly collection of residential refuse, yard waste, and recyclables. Responsibility for educating the public on and promoting the expansion of the recycling program rests with this Division. Brush pick-up and chipping services are also provided through this Division. This Division also handles questions or issues relating to commercial refuse collection and disposal.

Major Service Activities

- Accountable for the purchasing, distributing, replacing and the repairing of residential recycling bins, yard waste containers, and refuse containers.
- Provides seasonal brush pick-up and chipping services and special pick-ups related to storm damage.
- Coordinates programs and articles to educate residents on the benefits of recycling and to encourage greater participation in this program.

Public Works, Recycling and Refuse Operations Summary of Expenditures and Funding Sources						
<u>Budgeted Expenditures</u>	<u>FY 2000 Actual</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Budget</u>	<u>FY 2002 Projected</u>	<u>FY 2003 Budget</u>	<u>FY 2004 Budget</u>
<i>Personnel Services</i>						
Salaries	\$29,114	\$29,635	\$31,300	\$31,300	\$41,469	\$43,213
Fringe Benefits	9,475	10,037	11,500	11,500	13,222	14,260
<i>Total Personnel Services</i>	38,589	39,672	42,800	42,800	54,692	57,473
<i>Operating Expenditures</i>						
Professional Development	0	0	150	100	100	100
Contractual Services	656,334	647,021	670,814	653,614	622,300	636,800
Commodities	21,463	23,482	29,500	29,500	31,250	31,250
<i>Total Operating Expenditures</i>	677,797	670,503	700,464	683,214	653,650	668,150
<i>Other Expenditures</i>						
Interfund Charges	60,681	60,987	62,900	62,900	76,817	79,953
<i>Total Other Expenditures</i>	60,681	60,987	62,900	62,900	76,817	79,953
<u>Total Expenditures</u>	<u>\$777,067</u>	<u>\$771,162</u>	<u>\$806,164</u>	<u>\$788,914</u>	<u>\$785,159</u>	<u>\$805,576</u>
<i>% Change/Previous Year</i>		-0.76%			-2.61%	2.60%
<u>Funding Sources</u>						
Recycle & Refuse Revenues	\$777,067	\$771,162	\$806,164	\$788,914	\$785,159	\$805,576
<u>Total Funding Sources</u>	<u>\$777,067</u>	<u>\$771,162</u>	<u>\$806,164</u>	<u>\$788,914</u>	<u>\$785,159</u>	<u>\$805,576</u>

PUBLIC WORKS PARKING MAINTENANCE

The Parking Maintenance Division of Public Works is responsible for maintaining the train station which it leases from the Union Pacific and Village owned and leased parking lots. Specific areas of responsibility included the maintenance of the train station including the public restrooms and three (3) train station commuter lots and four (4) Village owned/leased parking lots in the Village Center. Specific services provided include minor maintenance of the building and lots, markings/delineation of pavement, coordination of snow and ice removal contracts, and maintenance of streetlights and signage.

Major Service Activities

- Maintain all owned and/or leased commuters, shoppers and Employer/Employee lots.
- Perform minor repairs and provide snow removal services for all pedestrian walkways and other pedestrian areas adjacent to the station.
- Provide for minor repairs to and cleaning services for the train station.
- Maintenance of train station and adjacent pedestrian areas

Public Works, Parking Maintenance Summary of Expenditures and Funding Sources						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<u>Budgeted Expenditures</u>						
<i>Personnel Services</i>						
Salaries	0	0	0	0	68,620	71,969
Fringe Benefits	0	0	0	0	7,308	7,665
<i>Total Personnel Services</i>	0	0	0	0	75,928	79,633
<i>Operating Expenditures</i>						
Contractual Services	0	0	0	0	117,760	117,760
Commodities	0	0	0	0	2,140	2,140
<i>Total Operating Expenditures</i>	0	0	0	0	119,900	119,900
<u>Total Expenditures</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>195,828</u>	<u>199,533</u>
<i>% Change/Previous Year</i>		N/A			N/A	1.89%
<u>Funding Sources</u>						
Parking System Revenues	\$0	\$0	\$0	\$0	\$195,828	\$199,533
<u>Total Funding Sources</u>	\$0	\$0	\$0	\$0	\$195,828	\$199,533

PUBLIC WORKS CENTRAL GARAGE

The Central Garage Division of the Public Works Department is directly responsible for the acquisition, maintenance, repair and disposal of all Village vehicles and rolling stock utilized by all Departments of the Village. This Division also manages the Village's fuel distribution facility.

Major Service Activities

- Actively seek input from each Department for their individual vehicle and equipment needs.
- To economically procure vehicles and equipment addressing the respective department's identified needs. This includes receiving the maximum value from the sale of used equipment.
- Perform vehicle and equipment repairs and maintenance and strive to deliver these services in a cost-effective manner. Responsible for scheduling repairs and responding to equipment breakdowns on an as needed basis to support other Departmental activities. A proactive approach is taken toward the maintenance of all vehicles and equipment in an attempt to reduce vehicle downtime and costs.

Public Works, Central Garage Summary of Expenditures and Funding Sources						
	FY 2000 <u>Actual</u>	FY 2001 <u>Actual</u>	FY 2002 <u>Budget</u>	FY 2002 <u>Projected</u>	FY 2003 <u>Budget</u>	FY 2004 <u>Budget</u>
<u>Budgeted Expenditures</u>						
<i>Personnel Services</i>						
Salaries	\$162,302	\$142,643	\$167,600	\$154,974	\$153,361	\$164,044
Fringe Benefits	41,538	40,493	53,500	53,500	35,347	38,753
<i>Total Personnel Services</i>	203,840	183,136	221,100	208,474	188,708	202,797
<i>Operating Expenditures</i>						
Professional Development	626	616	1,150	1,150	1,800	1,850
Contractual Services	12,971	14,772	16,410	16,200	15,930	15,955
Commodities	116,020	130,096	151,100	151,100	151,250	151,550
<i>Total Operating Expenditures</i>	129,617	145,484	168,660	168,450	168,980	169,355
<i>Other Expenditures</i>						
Equipment Purchases	273,112	328,476	362,400	344,900	946,868	313,050
Interfund Charges	20,399	20,001	33,996	33,996	33,123	32,522
<i>Total Other Expenditures</i>	293,511	348,477	396,396	378,896	979,991	345,572
<u>Total Expenditures</u>	<u>\$626,968</u>	<u>\$677,097</u>	<u>\$786,156</u>	<u>\$755,820</u>	<u>\$1,337,679</u>	<u>\$717,724</u>
<i>% Change/Previous Year</i>		8.00%			70.15%	-46.35%
<u>Funding Sources</u>						
Central Garage Revenues	\$626,968	\$677,097	\$786,156	\$755,820	\$1,337,679	\$717,724
<u>Total Funding Sources</u>	<u>\$626,968</u>	<u>\$677,097</u>	<u>\$786,156</u>	<u>\$755,820</u>	<u>\$1,337,679</u>	<u>\$717,724</u>